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Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

FROM : Deputy Assistant Director for Operations

SUBJECT: Change in Contact Division, Office of Operations, T/O

DATE: MAR 1 1951

1. It is requested that the following changes be made in the [] T/O of the Contact Division, Office of Operations:

Add - Fiscal Accountant GS-7

Delete - Secretary-Stenographer GS-7

2. The above changes are requested due to the necessity for a trained finance officer [] whose duty it will be to maintain the accounting records of the [] prepare financial reports, and handle related financial activities.

3. The inclusion of a finance officer on the T/O of the [] is in accordance with a recommendation of the Comptroller, in which recommendation the Assistant Director for Operations concurs.

oral concurrence
[]
-clerk. & ways.
8 mar 51
JMP OK to run

[]
D. K. WHITE

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#171
m.s.
3/2/51

JOB NO. 78-03568A BOX NO. 2 FLD NO. 8 DOC. NO. 1 NO CHANGE
IN CLASS/DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 22
NEXT REV DATE 1989 BY DA CE 15/5/99 REVIEWER [] TYPE DOC. 02
NO. PGS 1 CREATION DATE [] ORG COMP 20 TOPI 32 ORG CLASS C
REV CLASS C REV COORD. [] AUTH: HR 70-3

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